

## Message Text

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ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 OPR-02 L-03 OMB-01 ST-01 PER-03

A-01 SY-05 SCA-01 SCSE-00 PPTE-00 VO-03 DEAE-00 FSE-00

/032 W

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R 012052Z AUG 75

FM AMEMBASSY ASUNCION

TO SECSTATE WASHDC 5454

UNCLAS SECTION 1 OF 2 ASUNCION 3067

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: PRIVACY ACT OF 1974

REF: STATE 172353 AND 179745

IN ACCORDANCE WITH REFTTEL, BELOW-LISTED ARE RECORDS SYSTEMS  
WHICH CONTAIN INFORMATION WHICH POST BELIEVES MAY NOT BE  
AVAILABLE IN DEPARTMENT FILES.

I. SHIPPING FILES

II. MATERIAL CONCERNING IMPORTATION AND/OR EXPORTATION OF EMPLOYEE  
HOUSEHOLD AND PERSONAL EFFECTS AND VEHICLES.

III. BILLS OF LADING, PACKING LISTS, CLEARANCE DOCUMENTS,  
PAPERS CONCERNING SALE OF PERSONAL VEHICLE.

IV. UNKNOWN

V. NONE, EXCEPT TO THE GOP IN PROCESS OF OBTAINING  
CLEARANCES.

VI. A. HARD COPY/FILE FOLDERS

B. INDEXED BY NAME

C. MATERIAL KEPT IN LOCKED FILE CABINETS, ACCESSIBLE

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TO JAO EMPLOYEES ONLY

D. RETAINED FOR 4 YEARS AFTER INDIVIDUAL'S DEPARTURE,  
THEN DESTROYED

VII. ADMINISTRATIVE OFFICER

VIII. DOCUMENTS FROM SHIPPING COMPANIES, GOP EMPLOYEES

I. RESIDENCE INVENTORY FILES

II. EMPLOYEES USING USG OWNED PROPERTY IN RESIDENCE

III. INVENTORY OF USG-OWNED HOUSEHOLD FURNISHINGS IN USE  
BY EMPLOYEE IN HIS RESIDENCE

IV. UNKNOWN

V. NONE

VI. A. HARD COPY/FILE FOLDERS

B. INDEXED BY NAME

C. MATERIAL KEPT IN LOCKED FILE CABINETS, ACCESSIBLE  
TO JAO EMPLOYEES ONLY

D. RETAINED FOR 6 YEARS AFTER EMPLOYEE'S DEPARTURE,  
THEN DESTROYED.

VII. ADMINISTRATIVE OFFICER

VIII. EMPLOYEES

I. CONSULAR FILES

II. PASSPORT AND CITIZEN SHIP FILES WHICH INCLUDE GENERALLY  
ALPHABETICAL LISTINGS SHOWING ACTION TAKEN ON A REQUEST  
FOR SERVICE, LOCATOR CARDS AND OTHER DATA RETAINED FOR  
ADJUDICATION OF A CASE. PROTECTIVE SERVICES FILES  
ARRANGED ALPHABETICALLY AND BY SUBJECT HEADING  
ENCOMPASSING SUCH ACTIONS AS WELFARE AND WHEREABOUTS,  
GENERAL ASSISTANCE TO CITIZENS, PROTECTION OF PROPERTY,  
DEATHS AND ESTATES, JUDICIAL AND LEGAL SERVICES, AND  
FEDERAL BENEFITS AND SERVICES. VISA FILES CONSIST OF  
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ISSUED IMMIGRANT VISAS MAINTAINED CHRONOLOGICALLY.

III. CONSULAR RECORDS GENERALLY CONTAIN INFORMATION DESCRIBING  
THE PHYSICAL, MENTAL AND EMOTIONAL STATE OF AN INDIVIDUAL.  
RECORDS TREAT OF HIS POLITICAL, ECONOMIC AND SOCIAL  
POSITION. ALMOST ANY CONCEIVABLE ITEM, BE IT FROM  
EMPLOYMENT HISTORY TO FINANCIAL CREDIBILITY, CAN  
CONSTITUTE AN ENTRY AND BECOME AN INTEGRAL PART OF THE

FILE.

IV. IMMIGRATION AND NATIONALITY ACT OF 1952, AS AMENDED.  
7FAM, 8 FAM, 9 FAM DEPARTMENT OF STATE, WHICH  
CORRESPOND TO THE FEDERAL CODE OF REGULATIONS.

V. DEA, VA, SSA. TO AID AND ASSIST THE AFOREMENTIONED  
FEDERAL AGENCIES TO COMPLY WITH THEIR INVESTIGATORY  
FUNCTIONS.

VI. A. STORAGE - FILE FOLDERS

B. RETRIEVABILITY - INDEXED BY NAME, SUBJECT HEADINGS,  
AND CHRONOLOGICALLY.

C. SAFEGUARDS - RECORDS ARE MAINTAINED IN UNCLASSIFIED  
BAR LOCK SAFES OR IN CLASSIFIED TUMBLER-LOCK STEEL  
SECURITY FILE SAFES AND STORED BEYOND ACCESS OF  
GENERAL PUBLIC.

D. RETENTION AND DISPOSAL - ISSUED IMMIGRANT VISA  
FILES MAINTAINED FOR MAXIMUM OF 16 MONTHS. PROTECTIVE  
SERVICES AND PASSPORT AND CITIZENSHIP FILES MAINTAINED  
FOR 3 YEARS UNLESS INDIVIDUAL CASE IS OF A CONTINUING  
NATURE OR MATERIAL IS DEEMED USEFUL FOR POLICY  
CONSIDERATION.

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A-01 SY-05 SCA-01 SCSE-00 PPTE-00 VO-03 DEAE-00 FSE-00

/032 W

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R 012052Z AUG 75

FM AMEMBASSY ASUNCION  
TO SECSTATE WASHDC 5455

UNCLAS SECTION 2 OF 2 ASUNCION 3067

VII. U.S. CONSUL AND AUTHORIZED DESIGNATED CAREER LOCAL

EMPLOYEES.

VIII. SOURCES CONSIST OF RECORDS AND REPORTS FURNISHED BY PRIVATE INDIVIDUALS, ORGANIZATIONS AND PUBLIC AND OFFICIAL SOURCES REQUESTED TO EITHER PROVIDE A SERVICE TO AN INDIVIDUAL OR TO COMPLY WITH A STATUTORY REQUIREMENT.

I. BUDGET AND FISCAL FILES

II. DOCUMENTS PERTAINING TO ALL STATE DEPARTMENT POST-FUNDED ALLOWANCE GRANTS, FIELD TRAVEL, AND IN THE CASE OF U.S. CITIZEN EMPLOYEES OF ALL AGENCIES SERVICED BY THE JAO, THE ACCOMMODATION EXCHANGE REGISTER.

III. THE INFORMATION FILED WITH POST-FUNDED ALLOWANCES ON SF-1190 INCLUDES PERSONAL BILLS FOR TEMPORARY LODGING AND EDUCATION OF EMPLOYEES' DEPENDENTS; AND TRAVEL VOUCHERS ARE SUPPORTED BY EXPENSE RECEIPTS RELATING TO FIELD TRAVEL.

IV. ALLOWANCES ARE PAID IN ACCORDANCE WITH THE STANDARDIZED REGULATIONS (GOVERNMENT CIVILIANS, FOREIGN AREAS), 3 FAM, 4 FAM AND JOINT TRAVEL REGULATIONS.

V. DOCUMENTS OF STATE DEPARTMENT EMPLOYEES MAINTAINED AT UNCLASSIFIED

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THE POST ARE SUBJECT TO AUDIT BY GAO. FISCAL RECORDS PERTAINING TO NON-STATE EMPLOYEES ARE ROUTINELY SUBMITTED TO THE DEPARTMENT (WFC).

VI. A. HARD COPIES AT POST ARE FILED SEPARATELY BY EMPLOYEE'S NAME AND BY DOCUMENT NUMBER.

B. SYSTEM ALLOWS RETRIEVAL BY EMPLOYEE'S NAME.

C. DOCUMENTS ARE STORED IN UNLOCKED FILE CABINETS AS UNCLASSIFIED MATERIAL.

D. ALPHABETICAL NAME FILES ARE RETAINED TWO YEARS AFTER EMPLOYEES DEPARTURE FROM POST. NON-ALPHABETICAL FILES OF THE SAME INFORMATION ARE KEPT FOR FIVE YEARS FROM DATE OF PREPARATION.

VII. ADMINISTRATIVE OFFICER

VIII. THE COMPLETED OFFICIAL FORMS CONSTITUTING THE BASIC RECORD ARE SUPPORTED BY INVOICES AND RECEIPTS SUBMITTED BY THE EMPLOYEE.

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## Message Attributes

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**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
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**Copy:** SINGLE  
**Draft Date:** 01 AUG 1975  
**Decaption Date:** 01 JAN 1960  
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**Disposition Action:** n/a  
**Disposition Approved on Date:**  
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**Reference:** 75 STATE 172353, 75 STATE 179745  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** ellisoob  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 16 DEC 2002  
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Margaret P. Grafeld  
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EO Systematic Review  
06 JUL 2006

**Review Media Identifier:**  
**Review Referrals:** n/a  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** PRIVACY ACT OF 1974  
**TAGS:** AINF, OGEN  
**To:** STATE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006